

**To:** []  
**Cc:** []  
**Bcc:** []  
**From:** CN=Gary Foley/OU=RTP/O=USEPA/C=US  
**Subject:** Tentative Agenda for Ada Trip (1/-28-29)

#### Tentative Agenda for Ada Trip (1/-28-29)

Monday, January 28th

1:00 – 1:25 PM – Cindy meets with Division Director & Branch Chiefs (Gary, Steve H, Dave, Ann, Kelly)

1:30 – 2:10 PM – Cindy meets with Applied Technical Research Branch – short presentations on projects/potential impacts

2:15 – 2:55 PM – Cindy meets with Eco & Subsurface Protection Branch –short presentations on projects/potential impacts

3:00 – 3:40 PM – Cindy meets with Immediate Office and Technical & Administrative Support Staff

3:50 – 4:30 PM – Cindy meets with Subsurface Remediation Branch—short presentations on projects/potential impacts (not HF or Pavillion)

4:40 – 5:30 PM – Cindy meets with Pavillion and HF Teams—Outline for detailed discussions with Alice and Jennifer on Tuesday and Wednesday

6:00 PM – Group Dinner?

Tuesday, January 29th

8:00 AM – All Hands meeting (Gary introduces, Cindy)

9:00 – 11:00 AM – NRMRL Leadership Video Conference (Cindy and Gary attend)

9:00 – 11:00 AM – Concurrent HF Meeting (Alice, Dave, Kelly, Rick, Doug, Ralph, Steve V, Brian Schumacher, Jennifer Orme-Zavaleta, Susan, Steve A, Randall, Cindy P, possibly Ramona)

· Timelines, Deadlines

· Budget Decisions

· Roles/Staffing 11:00 AM –Processes

· Procedures/SOP

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11:00 AM – 11:30 PM – Ramona arrives, meets with Cindy and Gary?

12:00 to 12:30 PM – Lunch in (menus will be provided electronically in advance)

12:30 to 1:30 PM PM – Town Hall meeting (Ramona, Cindy introduces her)

2:00 to 2:30 PM – A Presentation on Pavillion – the Science Driving the Approach and Findings (by Dom DiGiulio)

3:15 PM – Cindy leaves for OK City airport (flight @

3:30 – 4:30 PM – Tour for Ramona, Jennifer, Alice, Brian

4:30 – 5:15 PM – Wrap up discussions

5:30 PM – Ramona, Jennifer & Brian leave for OK City hotel

Wednesday, January 30th

Alice meets with Pavillion and HF Teams

Cindy meets with Pavillion and HF Teams

Cindy meets with Pavillion and HF Teams

Short Meeting Agendas

1:00 – 1:25 PM – Cindy meets with Division Director & Branch Chiefs (Gary, Steve H, Dave, Ann, Kelly)

1:30 – 2:10 PM – Cindy meets with Applied Technical Research Branch – short presentations on projects/potential impacts

2:15 – 2:55 PM – Cindy meets with Eco & Subsurface Protection Branch –short presentations on projects/potential impacts

First Draft:

3:00 – 3:40 PM – Cindy meets with Immediate Office and Technical & Administrative Support Staff  
Introduction's

The Members of TASS/IO :	Slide of Staff from TASS/IO Three years ago to today. X them out
Functions of the Branch. :	Slide of duties. A to Z include other duties as assigned.
Duties transferred to OARs :	Should be able to pull from OARs start up info.
List of orphan duties left behind:	Slide
Current assignments:	How we priorities. worst first. Services we have terminated or reduced.
Priority Focus Areas.	Health & Safety, Facilities Operations, Budget,
Areas of Disinvestment:	GAAR Corner.
Non used lab space.	What can we do with it? Take in Tenants? Shut down hoods?

3:50 – 4:30 PM – Cindy meets with Subsurface Remediation Branch—short presentations on projects/potential impacts (not HF or Pavillion)

4:40 – 5:30 PM – Cindy meets with Pavillion and HF Teams